FEDERAL BUREAU OF INVESTIGATION FOI/PA
DELETED PAGE INFORMATION SHEET FOI/PA# 1258341-0

Total Deleted Page(s) = 3 Page 31 ~ b6; Page 32 ~ b6; Page 34 ~ b5; b6;

FEDERAL BUREAU OF INVESTIGATION FOI/PA
DELETED PAGE INFORMATION SHEET FOI/PA# 1205567-0

Total Deleted Page(s) = 3 Page 31 ~ b6; Page 32 ~ b6; Page 34 ~ b5; b6;

| (AT) | (FBI) |
|------------------------|--|
| From: Sent: To: | (AT)(FBI) Thursday November 29, 2012 9:00 AM (AT) (FBI) (AT) (FBI); (AT) (FBI) |
| Subject: | RE: UPDATE RE: POST PLANNING AGENDA UNCLASSIFIED |
| Classification: | UNCLASSIFIED ==================================== |
| AWESOME!!! | |
| Respectfully, | |
| Administrative Special | líst - Management Analysís |
| Atlanta Field Office | |
| | |

| From | : | (AT) (FBI) | - | | | | | |
|-------|-----------------|-------------|------------|------------|------------|--|------------|-------------|
| Sent: | Thursday, Nover | nber 29, 20 | L2 8:59 AM | | , | | | |
| To: | | (AT) (FBI) | | (AT)(FBI); | (AT) (FBI) | <u>); </u> | AT) (FBI); | (AT) |
| (FBI) | | (AT) (FBI) | | (AT) (FBI) | AT)(FBI); | (AT) | (FBI) | (AT) (FBI); |

| AT)(FB <u>I)</u> (AT) (FBI); AT) (FBI) |
|---|
| Subject: RE: UPDATÉ RE RETIRÉMENT CELEBRATION PRE & POST PLÁNNING AGENDA UNCLASSIFIED |
| |
| |
| Classification: UNCLASSIFIED |
| |
| |
| I'll try to find my beach photos from way back, including riding the red weenie. I'm sure she would want that as part of the celebration |
| |
| From: AT) (FBI) |
| Sent: Wednesday, November 28, 2012 5:41 PM |
| To: (AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) |
| (AT)(FBI); (AT) (FBI) (AT) (FBI) |
| Subject: RE: UPDATE RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| |
| Looks good thanks. |
| ECONS GOODINUING. |
| If anyone knows of speakers for the luncheon, let me know. |
| If anyone has any good photos of also let me know. |
| The same and great process and the same and |
| Thanks much. |
| |
| |
| |
| |
| From: (AT)(FBI) |
| Sent: Wednesday, November 28, 2012 4:24 PM Tol. AT) (FBI); AT) (FBI); (AT) (FBI); (AT) (FBI); |
| (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| (AT)(FBI); (AT) (FBI); (AT) (FBI) |
| Subject: UPDATE RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Importance: High |

| Classification: UNCLASSIFIED |) |
|---|---|
| individuals come and help us celebra | ng our expenditures so far for the event. Currently we need to ensure that at least 100 tells. In the tables/chairs have come in at a cost of \$305.00 dollars. In then we have a budget of \$1200.00. The breakdown is as follows: |
| Tables/Chairs per a person cost: | \$3.05 |
| Food/Misc. per-a-person: | \$8.95 |
| Total cost per a person: | \$12.00 |
| | run us less than \$895. Too include, any individuals over the initial 100 seats reserved funds will be provided to the Criminal ASAC for presentation to SA as the office giftourchased). |
| Respectfully, | |
| Administrative Specialist - Management Atlanta Field Office << OLE Object: Picture (Device Independent "Leadership is the art of accomplishing in | |
| | |
| From (AT)(FBI) Sent: Wednesday, November 28, 2012 12:04 To: (AT) (FBI) | (AT) (FB <u>I) </u> |
| (AT) (FBI); (AT)(FBI) | (AT) (FBI); (AT)(FBI); (AT) (FBI); |

| Cc: KAT) (FBI) Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
|---|
| Classification: UNCLASSIFIED |
| Good afternoon, SA provided me your names regarding you have agreed to assist with handling her retirement celebration. I have compiled a list of things that needs to be handled in order to make this event a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady. |
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to 2. Create retirement program - 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - (forward to 4. Obtain some photos of your nieces & etc (forward to 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your bureau career. |
| 7. Request your supervisor's throughout your bureau career to write a letter congratulating you on your retirement - 8. Request ASAC Criminal write a retirement congratulation letter - 9. Request SAC write a retirement congratulation letter 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |

| 11. Obtain podium w/seal to transport to seventh floor - Get with me regarding the poster |
|---|
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: committee members |
| |
| Day before the event: Would appreciate everyone's assistance in setting up, and after |
| the event assistance in breaking down. |
| |
| Day of the event: The following individuals please handle food prep and set up as noted |
| below: |
| Drink Stations: Punch/Coffee/Water/Ice |
| Vegetable Platters/Cheese Platters: |
| |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| |
| Respectfully, |
| |
| |

| Admínístratíve Specialíst - Management Analysís Atlanta Fíeld Office | |
|---|--|
| <> OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell | |
| ====================================== | |
| ====================================== | |
| ====================================== | |
| | |
| ====================================== | |

| (AT) (FBI) |
|--|
| From: Sent: Co: Co: Co: Co: Co: Co: Co: C |
| Classification: UNCLASSIFIED |
| Nope has not provided her list as far as I know. I'll follow-up with her about this since she sits on the eight floor around the corner from me. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| |
| Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| (AT) (FBI) Sept: Wednesday. November 28, 2012 5:42 PM (AT)(FBI) |
| Subject: RE: RETTREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |

| Classification: UNCLASSIFIED |
|---|
| Ok we will start pushing it. |
| Did get us a list of outside folks? I'll remind the retired folks like who is here at The office on the wire with me tomorrow. |
| From: (AT)(FBI) Sent: Wednesdav. November 28, 2012 4:09 PM To: AT) (FRI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Hi This is pushing it because in order for us to break even with this event we would at least need to get 100 people to pay \$12 which would net \$1200. Minus the cost of the tables would amount to \$895 dollars for food and etc. This should be ample enough funds. The main thing is we need to get a hundred people to commit, any number over this is surplus. |
| Food per a person: \$8.95 |
| Tables/chairs per person: \$3.05 |
| Total per a person: \$12.00 |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |

| << OLE Object: Picture (Device Independent Bitmap) >> |
|--|
| "Leadershíp ís the art of accomplíshing more than the Science of Management says is possible." By Colin Powell |
| |
| |
| Evenue (AT) (EDI) |
| From: (AT) (FBI) Sent: Wednesday, November 28, 2012 4:04 PM |
| To: (AT)(FBI) |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| ====================================== |
| |
| Hola |
| |
| Table guy came in at \$305 bucks. |
| We good with our \$12 clams each? |
| I will be able to help get the tables off the elevator when they show |
| Up that day. |
| I will pay for the tables if we are good. |
| will pay for the tables it we are good. |
| Flyer looks good! |
| |
| |
| From: (AT)(FBI) Sent: Wednesday, November 28, 2012 12:04 PM |
| To: (AT) (FBI); (AT) (FBI); (AT) (FBI): (AT) (FBI): |
| (AT) (FBI) (AT) (FBI) ; (AT) (FBI) ; (AT) (FBI) ; |
| (AT)(FRI) |
| CC: (AT) (FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| ALTINEMENT CELEBRATION FILE & FOST FEARINGING AGENDA UNCEASSIFIED |
| \cdot |
| Classification: UNCLASSIFIED |
| |

| 500d <u>atternoon,</u> |
|---|
| SA provided me your names regarding you have agreed to assist with handling her |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |
| and the day after the event. Also, if all committee members can assist with set-up and break down it is |
| extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this |
| an "AWESOME" day for a very special lady. |
| 4.4 |
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to |
| 2. Create retirement program - |
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) – |
| (forward to |
| 4. Obtain some photos of your nieces & etcforward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| oureau career |
| 7. Request your supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| |

- 14. Purchase food from Sam's for event on Wednesday at 12noon committee members (will provide list)
- 15. Wrap fork in napkin with red tie and place one at each table setting: committee members

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

| Day of the event: The following individuals please handle food prep and set up as noted |
|---|
| below: |
| Drink Stations: Punch/Coffee/Water/Ice - |
| Vegetable Platters/Cheese Platters: |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |

| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell | |
|--|--|
| ====================================== | |
| ====================================== | |
| ====================================== | |
| Classification: UNCLASSIFIED | |
| | |

| (AT) (FBI) | |
|---|----|
| From: Sent: Monday. November 26, 2012 11:04 AM To: (AT) (FBI) Cc: (AT) (FBI); AT) (FBI) TABLES & CHAIRS FOR RETIREMENT CELEBRATION UNCLASSIFIED (AT) (FBI) | |
| Classification: UNCLASSIFIED | be |
| Hi | :1 |
| 10 60" Round tables 7 Oblong tables 110 Black folding chairs Delivery and pick-up of these items is appreciated. | |
| Respectfully, | |
| Administrative Specialist - Management Analysis Atlanta Field Office | |
| | |

Classification: UNCLASSIFIED

| (AT) (FBI) |
|--|
| From: Sent: To: Subject: (AT)(FBI) Wednesday November 28, 2012 4:09 PM To: AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Hi This is pushing it because in order for us to break even with this event we would at least need to get 100 people to pay \$12 which would net \$1200. Minus the cost of the tables would amount to \$895 dollars for food and etc. This should be ample enough funds. The main thing is we need to get a hundred people to commit, any number over this is surplus. |
| Food per a person: \$8.95 Tables/chairs per person: \$3.05 Total per a person: \$12.00 |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| |

| From: (AT) (FBI) Sent: Wednesday, November 28, 2012 4:04 PM | |
|---|-----|
| To: (AT)(FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED | be |
| Classification: UNCLASSIFIED | |
| Hola | |
| Table guy came in at \$305 bucks. We good with our \$12 clams each? I will be able to help get the tables off the elevator when they show Up that day. | |
| will pay for the tables if we are good. | |
| Flyer looks good! | |
| From: (AT)(FBI) Sent: Wednesdav. November 28, 2012 12:04 PM To: (AT) (FBI); | ` |
| Cc: (AT) (FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED | |
| Classification: UNCLASSIFIED | |
| | |
| Good afternoon, | |
| SA provided me your names regarding you have agreed to assist with handling her | |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this ev | ent |

a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady.

| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to |
|---|
| 2. Create retirement program |
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| (forward to |
| 4. Obtain some photos of your nieces & etc [forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| 6. Provide cop <u>ies of anv letters and/or awards regarding your work on any major cases throughout your</u> |
| bureau career |
| 7. Request vour supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement - |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter. |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor - |
| 12: Obtain four easels from supply, and photo lab make posters: (Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |

15. Wrap fork in napkin with red tie and place one at each table setting: committee members

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

| Day of the event: the following individuals please handle food prep and set up as noted |
|---|
| below: |
| Drink Stations: Punch/Coffee/Water <u>/Ice -</u> |
| Vegetable Platters/Cheese Platters: |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| << OLE Object: Picture (Device independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| Connot stup as the art of accompassioning more than the Southout of Management says is possible. By Court Power |

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

| (A) | T) (FBI) | | | |
|---|--|---|--|--|
| From: Sent: To: Cc: Subject: | (AT)(FBI) Wednesday. November 28, 2012 12: (AT) (FBI) (T) (FBI); (AT)(FBI) (AT) (FBI) (AT) (FBI) RETIREMENT | (AT) (FBI); (AT) (FBI); (AT) (FBI); | (AT) (FBI) (AT) (FBI) (AT)(FBI) NNING AGENDA UNCLASSIFIED | (AT) (FBI); AT)(FBI); |
| Classification: | UNCLASSIFIED | ======================================= | | |
| a success. I hav and the day afte extremely appre | | ist of things that needs sides the item I would ap mmittee members can assistance, and I am honor | preciate you handling bef sist with set-up and breal | make this event fore, the day of, k down it is |
| 2. Create reti 3. Family pict (forward to 4. Obtain som 5. Ask your si the souvenir boo | RSVP list (for formal invitative irement program - rures of you (family photos version photos of your nieces & ephotos of gour nieces & ephotos of gour nieces & ephotos of and/or avoices of any letters and/or avoices and/or avoices and/or avoices of any letters and/or avoices and/or avoices and/or avoices of any letters and/or avoices | with her sisters/brother etc (for significant other to wri | rward to te a retirement letter to | be included in |
| bureau career | | - · | . , | • |

| 7. Reques <u>t vour supervisor's</u> throughout your bureau career to write a letter congratulating you on your | |
|---|-----|
| retirement | 200 |
| 8. Request ASAC Criminal write a retirement congratulation letter | b6 |
| 9. Request SAC write a retirement congratulation letter | |
| 10. Askto photograph the event. (Dec. 13, 2012 @ 1: 30 p.m 4:30 p.m.) | |
| 11. Obtain podium w/seal to transport to seventh floor - | |
| 12: Obtain four easels from supply, and photo lab make posters (Get with me regarding the poster | |
| information) | |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: Obtain | |
| funds from money collected: keep receipt) | |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) | |
| 15. Wrap fork in napkin with red tie and place one at each table setting: committee members | |
| | |
| Day before the event: Would appreciate everyone's assistance in setting up, and after | |
| the event assistance in breaking down. | |
| The event assistance in bi caning down. | |
| | |
| Day of the event: The following individuals please handle food prep and set up as noted | |
| below: | |
| Drink Stations: Punch/Coffee/Water/Ice - | |
| Vegetable Platters/Cheese <u>Platters:</u> | |
| Fruit Platters/Pasta Salad: | |
| Deserts/Rolls: | |
| | |
| Swedish meatballs/Chicken: | |
| Pigs-n-a-blanket: | |

| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
|--|
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| ====================================== |

| (AT) | (FBI) | | |
|--|--|--|--|
| From: Sent: To: | (AT)(FBI) Wednesday November 28, 2012 4:24 PM (AT) (FBI): (AT) (FBI); (AT) (| | |
| Subject: | UPDATE RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED | | |
| Importance: | High | | |
| Classification: | UNCLASSIFIED | | |
| individuals come and | update regarding our expenditures so far for the event. Currently we need to ensure that at least 100 | | |
| Tables/Chairs per a p | person cost: \$3.05 | | |
| Food/Misc. per-a-per | rson: \$8.95 | | |
| Total cost per a pers | son: \$12.00 | | |
| Also, the food and misc. may run us less than \$895. Too include, any individuals over the initial 100 seats reserved (rented) will be standing and those funds will be provided to the Criminal ASAC for presentation to SA as the office gift noted a Visa Gift Card will be purchased). | | | |
| Respectfully, | | | |
| Admínístratíve Specía Atlanta Fíeld Office | líst - Management Analysís | | |



| From | (AT)(FB | | | | |
|------------------------------------|--|--|--|--|---|
| To: | nesday, November 28, 2012 (AT) (FBI); (AT) (FBI); | AT) (FBI) AT) (FBI) | AT) (FBI) | (AT) (FBI); | (AT) (FBI); |
| Cc: Subject: | (AT) (FBI) RETIREMEN | IT CELEBRATION PRE & POST PL | Anning agenda unclas | SSIFIED | |
| Classif | ication: UNCLASSIE | 'IED | ======= | | |
| SA retirem a succes and the extrem | ent celebration. I he series. I have also place day after the even | ded me your names reg lave compiled a list of ed your name besides t t. Also, if all committe anks for your assistand ery special lady. | things that needs to he item I would app se members can assi | o be handled in orde reciate you handling st with set-up and b | r to make this event before, the day of, break down it is |
| | eate an RSVP list (f eate retirement pro | or formal invitations t | o be mailed too.)[| (pro | ovide to |

| 3. Family <u>pictures of yo</u> u (family photos with her sisters/brothers and mother/father) – |
|---|
| (forward to |
| 4. Obtain some photos of your nieces & etc (forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career. |
| 7. Reques <u>t your supervisor's</u> throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon - committee members (will provide list) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: committee members |

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

Day of the event: The following individuals please handle food prep and set up as noted below:

| Drink Stations: Punch/Coffee/Water/Ice - |
|--|
| Vegetable Platters/Cheese Platters: |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| Classification: UNCLASSIFIED |
| |
| ======================================= |
| Classification: UNCLASSIFIED |

| (AT) (FBI) | |
|--|--|
| From: (AT) (FBI) Sent: Monday December 13, 2012 12:12 PM To: (AT) (FBI) Subject: notes UNCLASSIFIED | |
| Classification: UNCLASSIFIED | |
| Here are the notes that I made for you- I forgot that photos that I will try and find | |
| retiire.doc | |
| Classification: UNCLASSIFIED | |

| SA | |
|------|--|
| Born | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| (AT) | (FBI) |
|---|---|
| From: Sent: To: Subject: | AT) (FBI) Tuesdav. December 04, 2012 10:26 AM (AT) (FBI) Hold Harmless UNCLASSIFIED |
| Classification: | UNCLASSIFIED |
| ======================================= | |
| Here's the latest/greatest | HHA for the space across the way. I used the same POC we used in August. Let me know if that needs changed. |
| | |
| Highwoods Use Agreement | |
| Special Agent | |
| Associate Division Counse | ·l |
| | |

This message may contain information that is attorney work product and/or attorney-client privileged material. Dissemination of this e-mail, or the information it contains, should be only for official U.S. Government purposes and with all care due its sensitivity and classification. If you are reading this and are not the intended recipient, please contact me at the above number and do not disseminate the material contained in this communication without my express permission or that of an authorized official of the FBI. Thank you.

Classification: UNCLASSIFIED

| (A | T) (FBI) |
|--|--|
| From: Sent: To: | AT) (FBI) Friday, December 14, 2012 4:05 PM (AT) (FBI) (AT) (FBI); |
| Subject: | (AT) (FBI); (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) |
| Classification | : UNCLASSIFIED |
| know you worked long special event. Thanks e | of you for your efforts in making my party such a success! I heard a lot of comments from the guests on what a great job you guys did. I and hard in coordinating and setting up the event and I really appreciate it. I couldn't believe how you turned that empty room into a specially to and the use of her personal decorations and catering property. And special thanks to my MC, who once the his comedy routine!! |
| My retirement party is | a memorable event thanks to all of you. |
| Have a good holiday an | d I look forward to seeing you all soon |
| | |
| | |
| Classification | : UNCLASSIFIED |
| | comments. I apologize for not being able to help with the set-up and breakdown. ng a juvenile back to her group home and had to rush out of the party at the end. |

| Everyone did a great job and the place looked unbelievable for a very deserving individual ③. | |
|---|--|
| Peace everyone. Enjoy the Christmas, Kwanza, and Hanukah season! | |
| From: AT)(FBI) Sent: Friday, December 14, 2012 8:50 AM To: (AT) (FBI); (AT) | |
| Classification: UNCLASSIFIED | |
| Good morning Committee, This email is sent with heartfelt gratitude for the amount of passion and teamwork displayed not only preparing for SA retirement celebration, but for the amount of exceptional teamwork displayed by your unselfish service in assisting me with securing the voluminous amount of my personal property. I appreciate all of your hard work exhibited with setting up Wednesday, and working until 7:00 p.m. Thursday night to flip the room back in the condition we found it in. Special gratitude to for handling obtaining the men to break the tables and chairs down. Much much much gratitude for the strength and muscles you guys displayed. Love each of you and thanks again. | |
| Also, "HAPPY HOLIDAYS". CO | |

Respectfully,

| Admínístratíve Specialist - Management Analysis Atlanta Field Office |
|---|
| << OLE Object: Picture (Device Independent Bitmap) >> *Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell |
| ====================================== |
| ====================================== |
| ====================================== |

| (A | T) (FBI) | | - | | |
|-----------------------------------|--|---|---------------------------------------|--|--|
| From: Sent: To: Subject: | (AT)(Friday, December 14, 201 (AT) RE: EXCEPTIONAL TEAM | 2 1:13 PM (FBI) | UNCLASSIFIED | | |
| Classification | UNCLASSIFIED | | -==== | | |
| Thanks for always b | eing with us and caring for us | and help us! How about | t that!!!! | | |
| | (AT)(F <u>BI</u>) | | (AT) (FBI) AT) (FBI): AT) (FBI) | (AT) (FBI) (AT) (FBI) (AT) (FBI) | (AT) (FBI); — (AT) (FBI) (AT)(FBI) |
| Classification | : UNCLASSIFIED | ======================================= | : == === | | |
| I was out 'till 10 escorti | comments. I apologize for not ling a juvenile back to her group and the place looked unbelie | home and had to rush | out of the party at the end. | | |
| Peace everyone. | vanza, and Hanukah season! | | | | |
| From: Sent: Friday, December To: | AT)(FBI) r 14, 2012 8:50 AM (AT) (FBI); | – (AT) (FBI); | (AT) (FBI); | (AT) (FBI) | (AT) (FBI); |

| | AT) (FBI) | AT)(FBI) | AT)(FBI); | (AT) (FBI) | (AT) (FBI); |
|---------------------------------------|---------------------|-----------------|-----------------------|--|-----------------------|
| | (AT) (FB) | 1 | (AT) (FBI) | (AT) (FBI) | (ĀT)(FBI) |
| Subject: EXCEPTIONAL T | EAM WORK DISPLAYER | D UNCLASSIFIED | | | |
| Classification: | UNCLASSIFIED | | | | |
| ========== | ======== | :======== | | | |
| Good morning Com | ımittee, | | | | |
| This email is | sent with hear | tfelt gratitude | for the amount of p | passion and teamwork | displayed not only in |
| preparing for SA | | | | nt of exceptional team | |
| | | | | amount of my personal | • |
| | | | - · | lay, and working until 7 | |
| • | | | ound it in. Special g | grafitude to 1 much gratit ude tor t | for handling |
| muscles you guys | | | | i much graffidae for i | ne strength and |
| massiss you guys | | ouer, e, you am | a maine agam. | | |
| Also "HAPPY | HOLIDAYS". | | | | |
| , , , , , , , , , , , , , , , , , , , | | | | | |
| Respectfully, | | | | | |
| | | | | | |
| Administrative Specia | list - Management / | 4nalysis | | | |
| Atlanta Fíeld Office | \neg | | | | |
| | | | | | |
| | | | | | |

<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

| (AT) (FBI) |
|--|
| From: Sent: To: AT) (FBI) AT) (FBI): AT) (F |
| Subject: RE RETIREMENT ATTIRE UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| TMI! |
| From: AT) (FBI) Sent: Wednesday, December 12, 2012 8:08 AM To: AT) (FBI); A |
| AT) (FBI) AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI) Subject: RE RETIREMENT ATTIRE UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| And I will have on my Rudolph underoos |
| From (AT) (FBI) Sent: Tuesday, December 11, 2012 3:30 PM To AT)(FBI): AT) (FBI): AT) (|
| Classification: UNCLASSIFIED |

| Oh good I found a shirt that "says HO HO HO" LOL LOL its white and red |
|---|
| Operations Support Technician Public Corruption Atlanta Division |
| From: (AT)(FBI) Sent: Tuesday, December 11, 2012 3:29 PM To (AT) (FBI) (AT) (FBI); (AT) |
| Classification: UNCLASSIFIED |
| Good afternoon Committee Members, Please wear either black, white or red on Thursday for celebration. Any way you wear these colors is fine. Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thanks |
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |

2

| (AT) (FBI) |
|---|
| From: Sent: To: Subject: (AT)(FBI) Wednesday, December 12, 2012 8:23 AM (AT)(FBI) RETIREMENT ATTIRE UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Cute Buns HA |
| From: (AT) (FBI) Sent: Wednesday, December 12, 2012 8:08 AM To: (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI); |
| Subject: RÉ: RETIREMENT ATTIRE UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| And I will have on my Rudolph underoos |
| From: AT) (FBI) Sent: Tuesdav, December 11, 2012 3:30 PM To: (AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); AT) (FBI); AT) (FBI); CAT) (FBI); AT) (FBI); AT) (FBI); Subject: RE: RETIREMENT ATTIRE UNCLASSIFIED |
| Classification: UNCLASSIFIED |

| On good I tound a shirt that 'says HO HO HO" LOL LOL its white and red |
|--|
| Operations Support Technician |
| Public Corruption |
| Atlanta Division |
| |
| |
| |
| |
| Form Party FDI) |
| From: AT)(FBI) Sent: Tuesday, December 11, 2012 3:29 PM |
| To: (AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); |
| (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) |
| Subject: RETIREMENT ATTIRE UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| Good afternoon Committee Members, |
| Please wear either black, white or red on Thursday for celebration. Any way you wear these colors is fine. |
| Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thanks |
| |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |

| *Leadership is the art o | of accomplishing more than the Science of Management says is possible." By Colin Powell |
|--|---|
| ====================================== | UNCLASSIFIED |
| | UNCLASSIFIED |
| ====================================== | UNCLASSIFIED |
| classification: | ====================================== |

| (AT) (FBI) |
|---|
| From: (AT) (FBI) Sent: Tuesdav. December 11, 2012 1:37 PM To: (AT)(FBI) Cc: (AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Hey |
| FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70. |
| |
| From: |
| Classification: UNCLASSIFIED |
| Anytime works for me. |
| Respectfully, |
| Admínístratíve Specialíst - Management Analysís Atlanta Fíeld Office |

| << OLE Object: Picture (Device Independent Bitmap) >> |
|--|
| "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| Ceavership is the art of accomplishing more than the Science of Management says is possible. By Colin Powell |
| From: (AT) (FBI) |
| Sent: Monday, December 10, 2012 11:32 AM |
| To: (AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) |
| [AT)(FBI)] (AT) (FBI) (AT) (FBI) |
| Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| I'm around in the am – does 9 am work for everyone to meet? |
| From: (AT)(FBI) |
| Sent: Monday. December 10, 2012 8:48 AM |
| To: (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| AT) (FBI) (AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI) |
| Classification: UNCLASSIFIED |
| |
| |
| Good morning |
| Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 |
| attendees regarding the budget. Thanks. |
| arrendees regarding the budget. Thanks. |
| Respectfully, |

2

| Administrative Specialist - Management Analysis |
|---|
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: AT)(FBI) |
| Sent: Monday. December 10, 2012 8:36 AM AT) (FBI) (AT) (FBI) AT) (FBI); |
| AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (FBI); |
| (AT)(FBI) AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High |
| Classification: UNCLASSIFIED |
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the coverth floor. We'll need individuals to help us get up the despections and set of the tables up for us on |
| Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also, can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorat on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional |

| leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
|---|
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Fíeld Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From (AT) (FBI) Sent: Friday, December 07, 2012 2:11 PM To: (AT)(FBI): (AT) (FBI); (AT) |
| Classification: UNCLASSIFIED |
| Thanks for keeping us organized on this |
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. I will probably need help to take them off the elevator and to set them up if anyone Is available that morning. The Hold Harmless Agreement needed by Highwoods for us to use the space is before The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am. |

| The PowerPoint presentation is almost done and will be ready. |
|---|
| I have the following who will say a few words: |
| — with SWAT plaque presentation - US Attorney's office |
| very few words |
| SAC – presentation of creds |
| Is there anyone else we know of who will say a few words? Family? |
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From: AT)(FBI) Sent: Friday, December 07, 2012 12:26 PM To (AT) (FBI); (AT) |
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also, can you please handle making place cards for the head table? Currently the names are as follows: |
| |

| SAC Mark Giulano |
|--|
| ASAC Angela Tobon |
| Tierre ringela Toboli |
| |
| There are two or three additional names, but I'll provide them to you upor return in the office on Monday. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| From: (AT)(FBI) |
| Sent: wednesday, November 28, 2012 12:04 PM To: AT) (FBI); AT) (FBI); |
| Cc: TAT) (FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED , |
| |
| Good afternoon, |

| SAI provided me your names regarding you have agreed to assist with handling her |
|---|
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |
| and the day after the event. Also, if all committee members can assist with set-up and break down it is |
| extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this |
| an "AWESOME" day for a very special lady. |
| |
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to |
| 2. Create retirement program - |
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| (forward to |
| 4. Obtain some photos of your nieces & etc (forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career |
| 7. Request vour supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Askto photograph the event. (Dec. 13, 2012 <u>@ 1:30 p.</u> m. – 4:30 p.m.) – |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters (Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| |

| 15. Wrap fork in napkin with red tie and place one at each table setting: |
|--|
| 16. Handle posters: |
| Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down. |
| Day of the event: The following individuals please handle food prep and set up as noted |
| below: |
| Drink Stations: Punch/Coffee/Water/Ice - |
| Vegetable Platters/Cheese Platters: |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| Respectfully, |
| Administrative Specialist - Management Analysís Atlanta Fíeld Office |

<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED ______ Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED

| | AT) (FBI) | |
|---|--|-------------------------------------|
| From: Sent: To: | (AT) (FBI) Monday, December 10, 2012 3:02 PM (AT) (FBI); (AT) (FBI); (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) | (AT)(FBI)(AT)(FBI) |
| Subject: | RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA | UNCLASSIFIED |
| Classification | n: UNCLASSIFIED | |
| 9 am works for me. | | |
| | | |
| To (FRIT | | AT) (FBI) (AT)) (FBI) AT)(FBI); |
| Classification | n: UNCLASSIFIED | |
| **Correction** I am only available ear | releases estates estat | |
| From: Sent: Monday, Decem | (AT) (FBI) | |

| To: (AT)(<u>FBI</u>) (A <u>T</u>) (<u>FBI</u>); (AT) (<u>FBI</u>); (AT) |
|--|
| (FBI) AT) (FBI) AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| (AT) (FBI) (AT) (FBI) Subject: PE |
| Subject: RE RETIREMENT CÉLEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| |
| I should be available after 12pm. |
| |
| |
| |
| |
| Francisco (ATV/FDI) |
| From: (AT)(FBI) Sent: Monday, December 10, 2012 8:48 AM |
| To: AT) (FBI) (AT) (FBI): AT) (FBI): |
| (AT) (FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); |
| AT)(FBI) (AT) (FBI) AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| ACTINEM CELEBRATION FRE & FOST FLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| |
| Good morning |
| Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 |
| attendees regarding the budget. Thanks. |
| |
| Respectfully, |
| |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |
| 2 |

| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
|---|
| From: (AT)(FBI) Sent: Monday, December 10, 2012 8:36 AM To: (AT) (FBI) (AT) (FBI); (AT) |
| (AT) (FBI) (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High |
| Classification: UNCLASSIFIED |
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |

Respectfully,

| Administrative Specialist - Management Analysis |
|--|
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| |
| |
| From: (AT) (FBI) |
| Sent: Friday, December 07, 2012 2:11 PM AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) |
| AT) (FBI)(AT) (FBI)(AT) (FBI)(AT) (FBI)(AT) (FBI)(AT) (FBI) |
| (AT)(FBI) $(AT)(FBI)$ |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| EESSEESSEESSEESSEESSEESSEESSEESSEESSEE |
| |
| Thanks for keeping us organized on this |
| |
| So far the tables are ordered and I will touch base with them on Monday to get a |
| Final confirmation and how-to for the drop off on Thursday. |
| I will probably need help to take them off the elevator and to set them up if anyone |
| Is available that morning. |
| The Hold Harmless Agreement needed by Highwoods for us to use the space is before The SAC for a second time as they changed the signature line. We will have this at |
| Highwoods on Monday am. |
| The PowerPoint presentation is almost done and will be ready. |
| |
| I have the following who will say a few words: |
| |
| with SWAT plaque presentation |
| US Attorney's office |
| os Actorney some |

| – very few words |
|---|
| SAC – presentation of creds |
| Is there anyone else we know of who will say a few words? Family? |
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From: |
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows: |
| |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| |

| There are two or three additional names, but I'll provide them to you uponreturn in the office on Monday. |
|--|
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| |
| From: (AT)(FBI) |
| Sent: Wednesday, November 28, 2012 12:04 PM (AT) (FBI) (AT) (FBI); (AT) (FBI); |
| (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) |
| Cc: AT)(FBI) |
| Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| \cdot |
| Good afternoon, |
| SA provided me your names regarding you have agreed to assist with handling her |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |
| and the day after the event. Also, if all committee members can assist with set-up and break down it is |

| an "AWESOME" day for a very special lady. |
|---|
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to |
| 2. Create retirement program - |
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| (forward to |
| 4. Obtain some photos of your nieces & etc (forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| oureau career |
| 7. Request your supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: (Get with me regarding the poster |
| nformation) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon - committee members (will provide list) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: |
| |
| 16. Handle posters: |

extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this

| ======================================= | |
|---|---|
| Classification: | UNCLASSIFIED |
| ================ | |
| Classification: | UNCLASSIFIED |
| ======================================= | ======================================= |
| Classification: | UNCLASSIFIED |
| ======================================= | |
| Classification: | UNCLASSIFIED |
| ======================================= | ======================================= |
| Classification: | UNCLASSIFIED |
| ======================================= | |
| Classification: | UNCLASSIFIED |
| ======================================= | |
| Classification: | UNCLASSIFIED |
| ======================================= | |
| Classification: | UNCLASSIFIED |

| (AT) |) (FBI) |
|--|--|
| From: Sent: To: | AT) (FBI) Monday, December 10, 2012 2:53 PM AT) (FBI); (AT)(FBI); (AT) (FBI); (AT) (FBI) |
| Subject: | REI RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: | UNCLASSIFIED |
| **Correction** | |
| । am only available early । | morning. |
| | |
| From Sent: Monday, December To: (FBI); (AT) (FBI) Subject: RE: | AT)(FBI) |
| Classification: | UNCLASSIFIED |
| I should be available afte | r 12pm. |
| | |

| From: AT)(FBI) Sent: Monday, December 10, 2012 8:48 AM |
|--|
| To: (AT) (FBI): (AT) (FBI): (AT) (FBI): (AT) (FBI): |
| (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI) (AT) (F |
| Classification: UNCLASSIFIED |
| Good morning Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: |

| Classification: UNCLASSIFIED |
|--|
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office <- OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: AT) (FBI) Sent: Friday, December 07, 2012 2:11 PM To (AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |

| | AT) (FBI); | AT)(FBI); | (AT)(FBI); | (AT) (F |
|--|--|-----------------------------------|-------------|---------|
| (AT)(FBI); AT) (FBI); Subject: RE: RETIREMENT CELE | | (T) (FBI) ST PLANNING AGENDA U | NCLASSIFIED | |
| Classification: UNCLASSIFIED | : == =========== | ======== | | |
| Thanks for keeping us organized on this | | | | |
| So far the tables are ordered and I will touch base we Final confirmation and how-to for the drop off on T I will probably need help to take them off the elevated is available that morning. The Hold Harmless Agreement needed by Highwood The SAC for a second time as they changed the sign | Thursday. tor and to set them u ds for us to use the s | up if anyone pace is before | | |
| Highwoods on Monday am. The PowerPoint presentation is almost done and wi | | | | |
| I have the following who will say a few words: | | | | |
| with SWAT plaque presentation – US Attorney's office – very few words SAC – presentation of creds | | | | |
| Is there anyone else we know of who will say a few | words? Family | · ? | | |
| Let me know and I will put them ion the agenda. | | | | |
| I will have a draft of the agenda on Monday We'll go over it then. | | | | |
| Thanks much. | | | | |
| From (AT)(FBI) | | | | |

| Sent: Friday, December 07, 2012 12:26 PM (AT) (FBI) (AT) (FBI); |
|--|
| (AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| |
| I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows: |
| |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> |

| From: AT)(FBI) Sent: Wednesday, November 28, 2012 12:04 PM (AT) (FBI) (AT) (FBI); (AT) (|
|--|
| Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Good afternoon, SA provided me your names regarding you have agreed to assist with handling her retirement celebration. I have compiled a list of things that needs to be handled in order to make this event a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady. |
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to 2. Create retirement program - 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - (forward to 4. Obtain some photos of your nieces & etc (forward to 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in the souvenir booklet - |

| 6. Provide copies of any lefters and/or awards regarding your work on any major cases throughout your |
|--|
| bureau career |
| 7. Reques <u>t your supervisor's throug</u> hout your bureau career to write a letter congratulating you on your |
| retirement - |
| 8. Request ASAC Criminal write a retirement congratulation letter |
| 9. Request SAC write a retirement congratulation letter. |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters(Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| <u>15. Wrap fork in napkin with red tie and place one at each table setting:</u> |
| · |
| 16. Handle posters: |
| <u> </u> |
| |
| Day before the event: Would appreciate everyone's assistance in setting up, and after |
| the event assistance in breaking down. |
| |
| Day of the event: The following individuals please handle food prep and set up as noted |
| |
| below: |
| Drink Stations: Punch/Coffee/Water/Ice- |
| Vegetable Platters/Cheese Platters: |

| Fruit Platters/Pasta Salad: |
|---|
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| ====================================== |
| ====================================== |
| ====================================== |
| Classification: UNCLASSIFIED |

| (AT) (FBI) | |
|--|----------------------------------|
| From: Sent: To: AT)(FBI) Monday. December 10, 2012 2:22 PM (AT) (FBI); | AT) (AT) (FBI); (AT) (FBI) |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIE | |
| Classification: UNCLASSIFIED | |
| I'm available at that time. | |
| From: | (AT) (FBI); AT) (FBI) |
| Classification: UNCLASSIFIED | |
| I'm around in the am – does 9 am work for everyone to meet? | |
| From (AT)(FBI) Sent: Monday, December 10, 2012 8:48 AM To: (AT) (FBI) (AT) (FBI); (AT) (FBI) (AT) (AT) (FBI) (AT) (AT) (FBI) (AT) (AT) (AT) (AT) (AT) (AT) (AT) (AT | (AT) (FBI): AT) (FBI) |

| Classification: UNCLASSIFIED |
|--|
| Good morning Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Fíeld Office . |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| From: (AT)(FBI) Sent: Monday, December 10, 2012 8:36 AM To: (AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); (AT) (FB |
| Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High |
| Classification: UNCLASSIFIED |
| Good morning Committee, |
| When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us o |
| Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also, can you please check and see if we can bring the podium over on Wednesday. |
| · · · · · · · · · · · · · · · · · · · |

| an you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs |
|--|
| or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| From: (AT) (FBI) |
| Sent: Friday, December 07, 2012 2:11 PM |
| To: AT)(FBI) AT) (FBI) (AT) (FBI) (AT) (FBI); (AT) (FB |
| AT)(FBI): (AT) (FBI) (AT) (FBI) |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Classification: Onchassified |
| |

| Thanks for keeping us organized on this |
|--|
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. I will probably need help to take them off the elevator and to set them up if anyone |
| Is available that morning. |
| The Hold Harmless Agreement needed by Highwoods for us to use the space is before |
| The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am. |
| The PowerPoint presentation is almost done and will be ready. |
| I have the following who will say a few words: |
| with SWAT plaque presentation |
| – US Attorney's office |
| - very few words |
| SAC – presentation of creds |
| Is there anyone else we know of who will say a few words? Family? |
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| |
| From: (AT)(FBI) |
| Sent: Friday, December 07, 2012 12:26 PM To: AT) (FBI); AT) (FBI); AT) (FBI); |
| AT) (FBI): (AT) (FBI) (AT)(FBI); (AT)(FBI); (AT) (FBI); |
| (AT)(FBI) (AT) (FBI) (AT) (AT) (AT) (AT) (AT) (AT) (AT) (AT |
| - |

| Classification: UNCLASSIFIED |
|---|
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows: |
| SAC Mark Giulano ASAC Angela Tobon There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |
| Respectfully, Administrative Specialist - Management Analysis Atlanta Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: (AT)(FBI) Sent: Wednesday, November 28, 2012 12:04 PM To: (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); |

| (AT) (FBI); | AT) (FBI); | (AT)(FBI) | (AT)(FBI); | (AT) (FBI) |
|---|-----------------------------|---------------------|----------------------|----------------------------|
| (AT)(FBI) Cc: (AT) (FBI) | | | | |
| Subject: RETIREMEN | IT CELEBRATION PRE & POST | PLANNING AGENDA UN | CLASSIFIED | |
| 01 | | | | |
| Classification: UNCLASSIF | 'IED :============= | ======== | | |
| | _ | | | |
| Good afternoon, | · | | | |
| SA provi | ded me your names r | egarding you have | agreed to assist wit | h handling her |
| retirement celebration. I h | ave compiled a list o | f things that need: | s to be handled in o | rder to make this event |
| a success. I have also place | d your name besides | the item I would a | appreciate you hand | ling before, the day of, |
| and the day after the even | t. Also, if all commit | tee members can a | ssist with set-up ar | nd break down it is |
| extremely appreciated. Th | anks for your assista | nce, and I am hone | ored to work with ed | ach of you in making this |
| an "AWESOME" day for a v | ery special lady. | | | |
| 1 Croots on DCVD list (f | an fammal invitations | ** | | (n) |
| Create an RSVP list (f Create retirement pro | | to be malled too.) | | (provide to |
| 3. Family pictures of you | 9 | han cictane/hnothe | one and mathan/fath | non) - |
| (forward to | (railing priores with | Her Sisters/Droine | ers and mornery fair | (er) |
| 4. Obtain some photos of | vour nieces & etc | - f | orward to | |
| 5. Ask your siblings, clos | • | | | tter to be included in |
| the souvenir booklet - | <u></u> | | | |
| 6. Provide copies of any | etters and/or award | s regarding your w | ork on any major ca | ses throughout your |
| bureau career | | J J, | , , | |
| 7. Request your supervis | <u>or's</u> throughout your | bureau career to v | vrite a letter congr | atulating you on your |
| retirement - | | | | |
| 8. Request ASAC Crimin | al write a retirement | congratulation let | ter - | |

| 9. Requ <u>est SA</u> C write a retirement congratulation letter. |
|---|
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: |
| |
| 16. Handle posters: |
| |
| · |
| Day before the event: Would appreciate everyone's assistance in setting up, and after |
| the event assistance in breaking down. |
| me event according a canning activities |
| |
| Day of the event: The following individuals please handle food prep and set up as noted |
| below: |
| Drink Stations: Punch/Coffee/Water/Ice - |
| Vegetable Platters/Cheese Platters: |

Fruit Platters/Pasta Salad:

Swedish meatballs/Chicken

Deserts/Rolls:

Pigs-n-a-blanket:

| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
|---|
| Respectfully, |
| |
| Administrative Specialist - Management Analysís Atlanta Fíeld Office |
| |
| -<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| Classification: UNCLASSIFIED |
| ====================================== |
| Classification: UNCLASSIFIED |
| |
| Classification: INCLASSIFIED |

| (AT) (FBI) | |
|--|------|
| From: AT) (FBI) Sent: Monday, December 10, 2012 2:05 PM. To: (AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) (FBI): (AT) (FBI) (AT) (FBI) AT) (FBI) AT) (FBI) | 31): |
| Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED | |
| Classification: UNCLASSIFIED | |
| I should be available after 12pm. | |
| From: (AT)(FBI) Sent: Monday. December 10, 2012 8:48 AM To: (AT) (FBI); (AT) | |
| Classification: UNCLASSIFIED | |
| Good morning Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks. | |
| Respectfully, | |
| 1 | |

| Administrative Specialist - Management Analysis |
|--|
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp ís the art of accomplíshíng more than the Science of Management says is possible." By Colin Powell |
| |
| |
| From: AT)(FBI) Sept: Monday December 10, 2012 8:36 AM |
| To (AT) (FBI) AT) (FBI); T) (FBI); (AT) (FBI); AT) (FBI); (AT) (FB |
| [AT)(FBI); AT) (FBI) |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Importance: High |
| |
| Classification: UNCLASSIFIED |
| |
| |
| Good morning Committee, |
| When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on |
| Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Alsocan you please |
| check and see if we can bring the podium over on Wednesday. |
| |
| can you check withat Highwoods to see what time we can access the room for the table delivery, and to decorat |
| on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs |
| or have them call your cell phone when they're in route. |
| |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members |
| who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional |
| leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be |
| pleased. |

| Respectfully, |
|--|
| Admínístratíve Specíalíst - Management Analysís Atlanta Fíeld Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From AT) (FBI) Sent: Friday, December 07, 2012 2:11 PM To: (AT)(FBI) AT) (FBI) (AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (FBI) |
| Classification: UNCLASSIFIED |
| Thanks for keeping us organized on this |
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. I will probably need help to take them off the elevator and to set them up if anyone Is available that morning. The Hold Harmless Agreement needed by Highwoods for us to use the space is before |
| The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am. The PowerPoint presentation is almost done and will be ready. |
| I have the following who will say a few words: |

| with SWAT plaque presentation |
|---|
| – US Attorney's office |
| very few words |
| SAC – presentation of creds |
| Is there anyone else we know of who will say a few words Family? |
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From: |
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows: |
| |

| There are two or three additional names, but I'll provide them to you upon Respectfully, Administrative Specialist - Management Analysis Atlanta Field Office **COLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell From: AT)(FBI) Sent: Wednesday. November 28, 2012 12:04 PM AT) (FBI) AT)(FBI) AT)(FBI) AT)(FBI) AT)(FBI) Cci | SAC Mark Giulano |
|--|--|
| There are two or three additional names, but I'll provide them to you upon return in the office on Monday. **Respectfully.** **Administrative Specialist - Management Analysis** **Atlanta Field Office** **COLE Object: Picture (Device Independent Bitmap) >> **Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell **From: AT) (FBI) AT) | ASAC Angela Tobon |
| Respectfully. Administrative Specialist - Management Analysis Atlanta Field Office <a href<="" td=""><td></td> | |
| Administrative Specialist - Management Analysis Atlanta Field Office | There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |
| Atlanta Field Office <a hr<="" td=""><td>Respectfully,</td> | Respectfully, |
| Atlanta Field Office <a hr<="" td=""><td></td> | |
| *Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell From: Sept: Wednesday. November 28, 2012 12:04 PM To: AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) CC: AT) (FBI) Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Classification: UNCLASSIFIED Good afternoon. SA provided me your names regarding you have agreed to assist with handling her | , and the second |
| *Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell From: Sept: Wednesday. November 28, 2012 12:04 PM To: AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) CC: AT) (FBI) Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Classification: UNCLASSIFIED Good afternoon. SA provided me your names regarding you have agreed to assist with handling her | |
| Sent: Wednesday. November 28, 2012 12:04 PM To: AT) (FBI) AT) (FBI): AT) (FB | |
| Sent: Wednesday. November 28, 2012 12:04 PM To: AT) (FBI) AT) (FBI): AT) (FB | |
| (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI); | Sent: Wednesday, November 28, 2012 12:04 PM |
| CC: (AT) (FBI) Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Classification: UNCLASSIFIED =================================== | AT) (FBI); (AT) (FBI); (AT)(FBI); (AT)(FBI); |
| Good afternoon. SArovided me your names regarding you have agreed to assist with handling her | Cc: (AT) (FBI) |
| SArovided me your names regarding you have agreed to assist with handling her | Classification: UNCLASSIFIED |
| SArovided me your names regarding you have agreed to assist with handling her | |
| | |
| The street detect at the entry of the street of the street street at the street of the | retirement celebration. I have compiled a list of things that needs to be handled in order to make this even |

a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady.

| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to |
|---|
| 2. Create retirement program - |
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| (forward to |
| 4. Obtain some photos of your nieces & etc (forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career |
| 7. Request your supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Askto photograph the event. (Dec. 13, 2012 @ <u>1:30</u> p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: (Get with me regarding the poste |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| <u>15</u> Wrap fork in napkin with red tie and place one at each table setting: |
| |

| 16. Handle posters: | |
|---------------------|--|
| • | |

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

Day of the event: The following individuals please handle food prep and set up as noted below:

Drink Stations: Punch (Coffee (Water/Tso))

| Drink Stations: Punch/Coffee/Water/Ice - | |
|--|---|
| Vegetable Platters/Cheese Platters: | |
| Fruit Platters/Pasta Salad: | ' |
| Deserts/Rolls: | |
| Swedish meatballs/Chicken: | |
| Pigs-n-a-blanket: | |

If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext.

Administrative Specialist - Management Analysis
Atlanta Field Office

<< OLE Object: Picture (Device Independent Bitmap) >>

| "Leadership is the art o | faccomplishing more than the Science of Management says is possible." By Colin Powell |
|---|---|
| === | |
| Classification: | UNCLASSIFIED |
| ======================================= | ======================================= |
| Classification: | UNCLASSIFIED |
| ======================================= | ======================================= |
| Classification: | UNCLASSIFIED |
| <pre>classification:</pre> | UNCLASSIFIED |
| | |
| Classification: | UNCLASSIFIED |
| | |
| Classification: | UNCLASSIFIED |

| (AT) (FBI) |
|--|
| From: Sent: To: AT) (FBI) (AT) (FBI) |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| I'm not available at all on Wednesday, except for maybe a short window in the afternoon |
| From: |
| Classification: UNCLASSIFIED |
| 9am works for me! |
| Atlanta Division |

From:

(AT) (FBI)

| Sent: Monday, December 10, 2012 11:32 AM (AT) (FRI) (AT) (FRI) (AT) (FRI) |
|--|
| To (AT) (FBI) |
| (AT)(FBI): (AT) (FBI) (AT) (FBI) (AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| I'm around in the am – does 9 am work for everyone to meet? |
| From |
| Classification: UNCLASSIFIED |
| Good morning Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |

b6

"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

| From: (AT)(FBI) Sent: Wonday, December 10, 2012 8:36 AM |
|---|
| |
| (AT) (FBI) |
| Classification: UNCLASSIFIED |
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
| Respectfully, |
| Administrative Specialist - Management Analysis |

| Atlanta Field Office |
|--|
| |
| A OUE Objects Distance (Davids In June 1921) |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp ís the art of accomplíshing more than the Science of Management says is possible." By Colin Powell |
| From (AT) (FBI) |
| Sent: Friday, December 07, 2012 2:11 PM |
| To: (AT)(FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI) |
| [AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (F |
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| Thanks for keeping us organized on this |
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. |
| I will probably need help to take them off the elevator and to set them up if anyone |
| Is available that morning. |
| The Hold Harmless Agreement needed by Highwoods for us to use the space is before |
| The SAC for a second time as they changed the signature line. We will have this at |
| Highwoods on Monday am. |
| The PowerPoint presentation is almost done and will be ready. |
| I have the following who will say a few words: |
| with SWAT plaque presentation |
| NC Attacher of Con- |
| — US Attorney's office |
| |
| SAC - presentation of creus |

| Is there anyone else we know of who will say a few words Family? |
|--|
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From: AT)(FBI) Sent: Fridav. December 07, 2012 12:26 PM To: (AT) (FBI): AT) (FBI): AT) (FBI): (AT) (|
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sureevent is "AWESOME". wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also, can you please handle making place cards for the head table? Currently the names are as follows: |
| |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |

| Respectfully, |
|--|
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office Cole Object: Picture (Device Independent Bitmap) >> |
| "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: (AT)(FBI) Sept: Wednesday. November 28, 2012 12:04 PM To AT) (FBI); (AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI) AT)(FBI) AT)(FBI) |
| CC: (AT) (FBI) Subject RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| |
| Good afternoon. |
| SA provided me your names regarding you have agreed to assist with handling her |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |
| and the day after the event. Also, if all committee members can assist with set-up and break down it is |
| extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady. |

| 1. Create an RSVP list (for formal invitations to be mailed too.) | (provide to |
|--|--|
| 2. Create retirement program - | |
| 3. Family pictures of you (family photos with her sisters/brothers | and mother/father) - |
| (forward to | , |
| 4. Obtain some photos of your nieces & etc (for | ward to |
| 5. Ask your siblings, close friends and/or significant other to writ | e a retirement letter to be included in |
| the souvenir booklet - | |
| 6. Provide copies of any letters and/or awards regarding your wor | k on any major cases throughout your |
| bureau career | |
| 7. Request vour supervisor's throughout your bureau career to wri | te a letter congratulating you on your |
| retirement - | |
| 8. Request ASAC Criminal write a retirement congratulation lette | er - |
| 9. Request SAC write a retirement congratulation letter | |
| 10. Askto photograph the event. (Dec. 13, 2012 @ <u>1:30 p.</u> m. | - 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor - | |
| 12: Obtain four easels from supply, and photo lab make posters: | (Get with me regarding the poster |
| information) | |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) no | pkins from Party City: (Obtain |
| funds from money collected: keep receipt) | |
| 14. Purchase food from Sam's for event on Wednesday at 12noon - | - commi <u>ttee members (will provide l</u> ist) |
| 15. Wrap fork in napkin with red tie and place one at each table s | etting: |
| | |
| 16. Handle posters: | |

| | (AT) (FBI) |
|-------------------------------|---|
| From: Sent: To: | (AT)(FBI) Monday December 10, 2012 1:02 PM AT) (FBI) AT) (FBI) (AT) (FBI); (AT) (FBI); |
| Subject: | RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classifica | ation: UNCLASSIFIED |
| Anytime wor | 'ks for me. |
| Respectfully, | |
| Atlanta Field | ive Specialist - Management Analysis Office } } s the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From: Sent: Mondav. To: | AT) (FBI) December 10, 2012 11:32 AM (AT) (FBI); |

| (AT)(FBI): (AT) (FBI); (AT) (FBI) |
|--|
| Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| I'm around in the am – does 9 am work for everyone to meet? |
| |
| From: AT)(FBI) |
| Sent: Monday, December 10, 2012 8:48 AM To: AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); |
| AT)(FBI); (AT) (FBI) (AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| CHICKLEN CLLEDIVITON / NE CTOST LEMMING AGENDA CHOESCOTTED |
| Classification: UNCLASSIFIED |
| |
| Good morning Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks. |
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| < OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |

| From: (AT)(FBI) Sept: Monday, December 10, 2012 8:36 AM |
|--|
| To (AT) (FBI): AT) (FBI): (AT) |
| [AT)(FBI) [AT](FBI) |
| Classification: UNCLASSIFIED |
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |

| << OLE Object: Picture (Device Independent Bitmap) >> "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
|---|
| From (AT) (FBI) Sent: Friday, December 07, 2012 2:11 PM To: (AT)(FBI); AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI) [ATY(FBI)] AT) (FBI) [AT) (FBI) [AT) (FBI); (AT) (FBI); (AT) (FBI)] Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Thanks for keeping us organized on this |
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. |
| I will probably need help to take them off the elevator and to set them up if anyone Is available that morning. |
| The Hold Harmless Agreement needed by Highwoods for us to use the space is before The SAC for a second time as they changed the signature line. We will have this at |
| Highwoods on Monday am. |
| The PowerPoint presentation is almost done and will be ready. |
| I have the following who will say a few words: |
| with SWAT plaque presentation |
| – US Attorney's office – very few words SAC – presentation of creds |
| Is there anyone else we know of who will say a few words? Family? |

| Let me know and I will put them ion the agenda. |
|--|
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From |
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also, can you please handle making place cards for the head table? Currently the names are as follows: |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |

| Respectfully, |
|--|
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| |
| From: AT)(FBI) |
| Sent: Wednesday, November 28, 2012 12:04 PM To: (AT) (FBI) (AT) (FBI): (AT) (FBI): |
| (AT) (FBI); (AT) (FBI) (AT)(FBI); (AT)(FBI) (AT) (FBI) |
| CC: (AT) (FBI) |
| RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| |
| Good afternoon, |
| SA provided me your names regarding you have agreed to assist with handling her |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |
| and the day after the event. Also, if all committee members can assist with set-up and break down it is |
| extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this |
| an "AWESOME" day for a very special lady. |
| 1 Create an DSVP list (for formal invitations to be mailed too) |
| 1. Create an RSVP list (for formal invitations to be mailed too.)(provide to |

| 2. Create retirement program - |
|--|
| 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| (forward to |
| 4. Obtain some photos of your nieces & etc (forward to |
| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
| the souvenir booklet - |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career |
| 7. Request vour supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Askto photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor - |
| 12: Obtain four easels from supply, and photo lab make posters: Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – comm <u>ittee members (will provide l</u> ist) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: |
| |
| 16. Handle posters: |

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

Day of the event: The following individuals please handle food prep and set up as noted below: Drink Stations: Punch/Coffee/Water/Ice -Vegetable Platters/Cheese Platters: Fruit Platters/Pasta Salad: Deserts/Rolls: Swedish meatballs/Chicken: Pigs-n-a-blanket: If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. Respectfully, Administrative Specialist - Management Analysis Atlanta Field Office << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell Classification: UNCLASSIFIED Classification: UNCLASSIFIED

8

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

| (AT) | (FBI) | | | | |
|--|---|---|--|--------------------------------------|--------------------------------------|
| From: Sent: To: | ATI /FRI | | (AT) (FBI) (AT) (FBI); (AT) (FBI) | (AT)/FRI\ AT\ (FBI) (AT)(FBI); | (AT) (FBI); AT) (FBI) AT) (FBI |
| Subject: | RE: | RETIREMENT CI | ELEBRATION PRE & POST F | PLANNING AGENDA UNCLASS | SIFIED |
| Classification: | UNCLASSIFIED | | | | |
| | | ======================================= | ========= | | |
| I have a meeting at the US | SAO at 10:00 a.m. on ' | Wednesday | | | |
| From: Sent: Monday, December To: (AT)(FBI): Subject: RE: Classification: | AT) (FBI) AT) (FE RETIREMENT O UNCLASSIFIED | | AT) (FBI) (AT)(FBI) (AT) (FBI) OST PLANNING AGENDA (| (AT)(FBI); | (AT) (FBI); |
| 9am works for me! | | | | | |
| Atlanta Division | | | | | |

From:

AT) (FBI)

"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

| From: (AT)(FBI) Sept: Monday. December 10, 2012 8:36 AM To (AT) (FBI): (AT) (FBI) AT) (FBI) AT) (FBI) (AT) (FBI) |
|---|
| Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High |
| Classification: UNCLASSIFIED |
| Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also, can you please check and see if we can bring the podium over on Wednesday. |
| can you check with at Highwoods to see what time we can access the room for the table delivery, and to decord on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route. |
| Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased. |
| Respectfully, |
| Admínístratíve Specialist - Management Analysis |

| (4 | AT) (FBI) | | | | |
|--|---------------------------|--|---|---------------------------|---------------------------------|
| From: Sent: To: | Monday. December | AT) (FBI) AT) (FBI): (AT)(FBI) | AT)(FBI) AT) (FBI) (AT) (FBI) | (AT) (FBI); (AT) (FBI) | (AT) (AT)(FBI): AT) (FBI) |
| Subject: | RE: | | EBRATION PRE & POST PLAI | NNING AGENDA UNCLASSIFIE | Đ. |
| Classification | n: UNCLASSIFIED | | | | |
| 9am works for me! | | | | | |
| Atlanta Division | | | | | |
| From: Sent: Monday, Decent (AT) (AT) (Subject: RE) | AT) (FB | (AT) (FBI); (AT) (FBI) I) A CELEBRATION PRE & POS | (AT) (FBI) (AT)(FBI); T) (FBI) T PLANNING AGENDA UNC | | AT) (FBI); |
| Classification | n: UNCLASSIFIED | | ====== | · | |
| I'm around in the am | – does 9 am work for ever | yone to meet? | | | |

| AT) (FBI) |
|--|
| From: Sent: To: Subject: AT) (FBI) Monday December 10, 2012 10:04 AM To: KAT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Wouldn't want a major faux pas with the guest of honor and her official guests would we? |
| From: Sept: Monday, December 10, 2012 10:03 AM To: AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Absolutely notI have spelling it the whole time! |
| From: Sent: Monday December 10, 2012 10:02 AM To: AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Is that sarcasm? © |

| From (AT) (FBI) Sent: Monday. December 10, 2012 9:31 AM To: AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
|--|
| Classification: UNCLASSIFIED |
| Whewthank God u sent me this!! Gracias. |
| From: AT) (FBI) Sept: Monday December 10, 2012 9:16 AM To: AT) (FBI): (AT) (FBI): (AT) (FBI) (AT) (FBI) (FBI): (AT) (FBI): (AT) (FBI) (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED =================================== |
| |
| From: (AT)(FBI) Sent: Friday, December 07, 2012 12·26 PM To: (AT) (FBI): (AT |
| Classification: UNCLASSIFIED |

| Good morning Committee, |
|---|
| I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME": I |
| wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes |
| below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for |
| the head table? Currently the names are as follows: |
| |
| |
| |
| |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| |
| |
| There are two or three additional names, but I'll provide them to you uponreturn in the office on Monday. |
| |
| Respectfully, |
| |
| |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| |
| |
| From: (AT)(FBI) |
| Sent: Wednesday. November 28, 2012 12:04 PM |
| To (AT) (FBI) (AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI) |
| (AT)(FBI) |

| Respectfully, |
|--|
| |
| Admínístratíve Specialist - Management Analysis Atlanta Field Office |
| Actioned Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| ======================================= |
| Classification: UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| |
| Classification: UNCLASSIFIED |
| ======================================= |
| Classification: UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |
| |
| Classification: UNCLASSIFIED |

| (AT) (F | FBI) |
|-------------------------------------|--|
| To: | (AT) (FBI) Monday December 10, 2012 10:02 AM (AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UI | NCLASSIFIED |
| Is that sarcasm? © | |
| From (AT) (FE Subject: RE: | |
| Classification: U | NCLASSIFIED ==================================== |
| Whewthank God u sent me Gracias. | this!! |
| Sent: Monday. December 10 | (FBI) 0, 2012 9:16 AM (AT)(FBI) (AT) (FBI); (AT) (FBI) |
| Classification: UI | NCLASSIFIED ==================================== |
| actually spells her n | name this way, not |

| From: (AT)(FBI) Sent: Friday. December 07, 2012 12:26 DM To: (AT) (FBI): (AT) (FBI); (AT |
|--|
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also, can you please handle making place cards for the head table? Currently the names are as follows: |
| |
| SAC Mark Giulano |
| ASAC Angela Tobon |
| There are two or three additional names, but I'll provide them to you upon return in the office on Monday. |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis Atlanta Field Office |

| <> OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
|--|
| From AT)(FBI) Sept: Wednesday November 28, 2012 12:04 PM To: AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI) AT) (FBI); AT) (FBI); AT) (FBI); AT) (FBI); Comparison of the c |
| Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Good afternoon. SA provided me your names regarding you have agreed to assist with handling her retirement celebration. I have compiled a list of things that needs to be handled in order to make this event a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making thi an "AWESOME" day for a very special lady. |
| 1. Create an RSVP list (for formal invitations to be mailed too.) (provide to 2. Create retirement program - 3. Family pictures of you (family photos with her sisters/brothers and mother/father) - |
| 4. Obtain some photos of your nieces & etc (forward to |

| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
|---|
| the souvenir booklet |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career |
| 7. Request vour supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement - |
| 8. Request ASAC Criminal write a retirement congratulation letter |
| 9. Request SAC write a retirement congratulation letter. |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor - |
| 12: Obtain four easels from supply, and photo lab make posters: Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| 15 Wrap fork in napkin with red tie and place one at each table setting: |
| |
| 16. Handle posters: |
| 1 |

Day before the event: Would appreciate everyone's assistance in setting up, and after the event assistance in breaking down.

Day of the event: The following individuals please handle food prep and set up as noted below:

| Drink Stations: Punch/Coffee/Water/Ice - |
|--|
| Vegetable Platters/Cheese <u>Platters:</u> |
| Fruit Platters/Pasta Salad: |
| Deserts/Rolls: |
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext |
| Respectfully, |
| |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> |
| "Leadershíp ís the art of accomplíshíng more than the Science of Management says ís possíble." By Colín Powell |
| ====================================== |
| ====================================== |
| ====================================== |

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

| (AT) (FBI) |
|---|
| From: Sent: Sunday, December 09, 2012 11:51 AM To: Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Please let me know what I can do to assist. |
| From: |
| Classification: UNCLASSIFIED |
| Thanks for keeping us organized on this |
| So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. I will probably need help to take them off the elevator and to set them up if anyone Is available that morning. The Hold Harmless Agreement needed by Highwoods for us to use the space is before The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am. The PowerPoint presentation is almost done and will be ready. |
| I have the following who will say a few words: |
| - with SWAT plaque presentation |

| SAC – presentation of creds |
|--|
| Is there anyone else we know of who will say a few words Family? |
| Let me know and I will put them ion the agenda. |
| I will have a draft of the agenda on Monday We'll go over it then. |
| Thanks much. |
| From: (AT)(FBI) Sent: Friday, December U7, 2012 12:26 PM To: (AT) (FBI); (AT) |
| Classification: UNCLASSIFIED |
| Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sureevent is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows: |
| SAC Mark Giulano |
| ASAC Angela Tobon |

| There are two or three additional names, but I'll provide them to you upor return in the office on Monday. |
|---|
| Respectfully, |
| Administrative Specialist - Management Analysis Atlanta Field Office |
| |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| From AT)(FBI) Sept: Wednesday, November 28, 2012 12:04 PM |
| To: (AT) (FBI); (AT) (FBI); <t< td=""></t<> |
| CC: (AT) (FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Good afternoon, |
| SA provided me your names regarding you have agreed to assist with handling her |
| retirement celebration. I have compiled a list of things that needs to be handled in order to make this event |
| a success. I have also placed your name besides the item I would appreciate you handling before, the day of, |

and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady.

| 1. Create an RSVP li | st (for formal invitation | ons to be mailed too.) | (pro | vide to |
|------------------------|------------------------------------|----------------------------------|--------------------------|-----------------------|
| 2. Create retiremen | t program – | | | |
| 3. Family pictures of | · you (family photos wi | th her sisters/brothers | and mother/father) |) - |
| (forward to | | | | _ |
| 4. Obtain some phot | os of your nieces & etc | c (for | ward to | |
| 5. Ask your siblings, | close friends and/or s | significant other to write | e a retirement lettei | r to be included in |
| the souvenir booklet - | | | | |
| 6. Provide copies of | any letters and/or awa | ards regarding your worl | k on any major cases | throughout your |
| bureau career | | | | |
| 7. Request vour sube | <u>rvisor's t</u> hroughout yc | our bureau career to wri | te a letter congratul | ating you on your |
| retirement - | | | | |
| 8. Request ASAC Cr | uminai wr ite a retirem | ent congratulation lette | դ | |
| 9. Request SAC wri | te a retirement congra | atulation letter | | |
| 10. Ask to pho | tograph the event. (De | ec. 13, 2012 @ <u>1:30 p</u> .m. | - 4:30 p.m.) - | |
| 11. Obtain podium w | /seal to transport to s | eventh floor - | | |
| 12: Obtain four ease | els from supply, and ph | oto lab make posters: | (Get with me r | regarding the poster |
| information) | | | | |
| 13. Purchase 120 cle | ar plates (9"), cups & f | orks, and red (lunch) na | pkins from Party Cit | y: (Obtain |
| funds from money colle | cted: keep receipt) | | | |
| 14. Purchase food fr | om Sam's for event on | Wednesday at 12noon - | comm <u>ittee member</u> | s (will provide list) |
| 15_Wrap fork in na | pkin with red tie and p | lace one at each table se | etting: | |
| 16. Handle posters: | | | | |

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

| (AT) (FBI) |
|---|
| To: Subject: (AT) (FBI) UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Well I figure we try to cover it with leftover funds from |
| From (AT) (FBI) Sent: Monday. December 03, 2012 12:01 PM To: (AT) (FBI) Subject: RE: Gift for UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| How much do you want to spend? |
| From: (AT) (FBI) Sent: Monday, December 03, 2012 11:18 AM To: AT) (FBI); (CO) (FBI); AT) (FBI); (AT) (FBI) Subject: RE: Gift for UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| I agree with the vase. Also is giving her a SWAT plaque. we should have funds left from the money collected to pay For the vase (reimburse you ③ that is). |

| Classification: UNCLASSIFIED I agree with you. In fact, she mentioned in passing just the other day she would like a vase. If everyone is in agreement, I will find a nice one for her, I have been wanting to go to the Lenox store in Commerce ② . From (CO) (FBI) (AT) (FBI | From (AT) (FBI) Sent: Saturday, December 01, 2012 11:03 AM To: (CO) (FBI); (AT) (FBI) (AT) (FBI) Subject: RE: Gift for UNCLASSIFIED |
|--|---|
| I agree with you. In fact, she mentioned in passing just the other day she would like a vase. If everyone is in agreement, I will find a nice one for her, I have been wanting to go to the Lenox store in Commerce ②. From (CO) (FBI) Sent: Friday, November 30, 2012 3:23 PM To: (AT) (FBI) Subject: Gift for UNCLASSIFIED Hey, I was talking to today and I asked her if she thought she was going to get a gift from the Atlanta Office at her party because we have had a discussion about the gifts others have received in the past. She does not know if she is going to get anything, but she has said she really doesn't want people to contribute to a gift card. I agree. We make a lot of money and although I sen and e-mail earlier about a Barnes and Noble gift card to support the Kindle she will get at Christmas, maybe something else would be better. I don't want to sound like I am asking for some gift for but she really wanted the party to be about the good time she has had in that office and to share the day with everyone. The gift is certainly not the most important part of the day. On the other hand, when I retire I would expect at least to thank me for saving her life at Disney World when I pulled her from that blazing car fire. Really it was nothing. Hope you are well. | |
| From (CO) (FBI) Sent: Friday, November 30, 2012 3:23 PM To: (AT) (FBI); (AT) (| ні |
| Sent: Friday, November 30, 2012 3:23 PM To: | |
| Sent: Friday, November 30, 2012 3:23 PM To: | |
| Hey, I was talking to today and I asked her if she thought she was going to get a gift from the Atlanta Office at her party because we have had a discussion about the gifts others have received in the past. She does not know if she is going to get anything, but she has said she really doesn't want people to contribute to a gift card. I agree. We make a lot of money and although I sen and e-mail earlier about a Barnes and Noble gift card to support the Kindle she will get at Christmas, maybe something else would be better. Said she has mentioned a cut glass vase to at one time, something which was not too expensive, but some memento which she can look at in the future would be better. I don't want to sound like I am asking for some gift for but she really wanted the party to be about the good time she has had in that office and to share the day with everyone. The gift is certainly not the most important part of the day. On the other hand, when I retire I would expect at least to thank me for saving her life at Disney World when I pulled her from that blazing car fire. Really it was nothing. Hope you are well. | Sent: Friday, November 30, 2012 3:23 PM To: (AT) (FBI); (AT) (FBI); (AT) (FBI); |
| discussion about the gifts others have received in the past. She does not know if she is going to get anything, but she has said she really doesn't want people to contribute to a gift card. I agree. We make a lot of money and although I sen and e-mail earlier about a Barnes and Noble gift card to support the Kindle she will get at Christmas, maybe something else would be better. Said she has mentioned a cut glass vase to at one time, something which was not too expensive, but some memento which she can look at in the future would be better. I don't want to sound like I am asking for some gift for but she really wanted the party to be about the good time she has had in that office and to share the day with everyone. The gift is certainly not the most important part of the day. On the other hand, when I retire I would expect at least to thank me for saving her life at Disney World when I pulled her from that blazing car fire. Really it was nothing. Hope you are well. | Classification: UNCLASSIFIED . |
| | discussion about the gifts others have received in the past. She does not know if she is going to get anything, but she has said she really doesn't want people to contribute to a gift card. I agree. We make a lot of money and although I sen and e-mail earlier about a Barnes and Noble gift card to support the Kindle she will get at Christmas, maybe something else would be better. Said she has mentioned a cut glass vase to at one time, something which was not too expensive, but some memento which she can look at in the future would be better. I don't want to sound like I am asking for some gift for she really wanted the party to be about the good time she has had in that office and to share the day with everyone. The gift is certainly not the most important part of the day. On the other hand, when I retire I would expect at least to thank me for saving her life at Disney World when I pulled her from that |

| (AT) (FBI) |
|--|
| From: (AT) (FBI) Sent: Friday. November 30, 2012 3:29 PM To: CO) (FBI) (AT) (FBI) Subject: RE: Gift for UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| LOL this is too funny! I was just about to email to tell her that I remembered something she like a while backand you are right my is about enjoying everyone and having fun!!! Oh and im just gonna say thank you for saving !!!! |
| Public Corruption Atlanta Division |
| From: (CO) (FBI) Sent: Friday, November 30, 2012 3:23 PM To: (AT) (FBI) (AT) (FBI); (AT) (FBI); AT) (FBI) Subject: Gift for UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| Hey, I was talking to today and I asked her if she thought she was going to get a gift from the Atlanta Office at her party because we have had a discussion about the gifts others have received in the past. She does not know if she is going to get anything, but she has said she really doesn't want people to contribute to a gift card. I agree. We make a lot of money and although I sent and e-mail earlier about a Barnes and Noble gift card to support the Kindle she will get at Christmas, maybe something else would be better. |

| not too expensive, but some memento which she can look at in the future would be better. I don't want to sound like I am asking for some gift for but she really wanted the party to be about the good time she has had in that office and to share the day with everyone. The gift is certainly not the most important part of the day. On the other hand, when I retire I would expect at least to thank me for saving her life at Disney World when I pulled her from that blazing car fire. Really it was nothing. Hope you are well. |
|---|
| Classification: UNCLASSIFIED |
| Classification: UNCLASSIFIED |

| (AT) | (FBI) |
|-----------------------------------|---|
| From: Sent: To: Subject: | (AT) (FBI) Thursdav. November 29, 2012 10:53 AM (AT) (FBI) more pics UNCLASSIFIED |
| Classification: | UNCLASSIFIED |
| | ======================================= |
| photos for retir | |
| =========== | |

Classification: UNCLASSIFIED

| (AT) (FBI) |
|--|
| From: Sent: To: Subject: AT) (FBI) Thursday November 29, 2012 9:52 AM AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Classification: UNCLASSIFIED |
| wants to make a brief presentation |
| Operations Support Technician Public Corruption Atlanta Division |
| From: (AT) (FBI) (AT) (FBI); (|
| Classification: UNCLASSIFIED |
| Looks good thanks. |
| If anyone knows of speakers for the luncheon, let me know. If anyone has any good photos ofalso let me know. |

| Thanks much. | |
|---|---|
| | |
| | |
| From: (AT)(FBI) | |
| Sent: Wednesday, November 28, 2012 4:24 F | PM |
| To: AT) (FBI) | (AT) (FB <u>I) </u> |
| AT) (FBI); (AT) (FE | (AT)(FBI) (AT)(FBI); (AT)(FBI) |
| | TREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED |
| Importance: High | |
| | |
| Classification: UNCLASSIFIED | |
| | |
| Good afternoon Committee, | |
| This is a financial update regarding | ng <u>our expend</u> itures so far for the event. Currently we need to ensure that at least 100 |
| individuals come and help us celebrat | |
| • | then we have a budget of \$1200.00. The breakdown is as follows: |
| то ресрие рау то фальсо т | The field a budget of \$1200.00. The bi outlabilities as follows: |
| Tables/Chairs per a person cost: | \$3.05 |
| Food/Misc. per-a-person: | \$8.95 |
| Total cost per a person: | \$12.00 |
| roral coor por a porcon. | Ψ12.00 |
| Also the food and misc may n | run us less than \$895. Too include, any individuals over the initial 100 seats reserved |
| • | funds will be provided to the Criminal ASAC for presentation to SA as the office git |
| noted a Visa Gift Card will be p | · · · · · · · · · · · · · · · · · · · |
| noted a visa bitt card will be p | ui chasea). |
| | |
| Respectfully, | |
| , action (story) | |
| | |
| Aaministrative Specialist - Managemen | ut Analysis |
| Atlanta Field Office | |

| _ | Picture (Device Independe the art of accomplishing | nt Bitmap) >> Is more than the Science of N | 1anagement says ís possi | íble." By Colín Powell | |
|--|---|--|--|--|---|
| То: | (AT) (FBI) | 04 PM AT) (FBI): (AT) (FBI) (CELEBRATION PRE & POST PLA | (AT) (FBI) (AT)(FBI) ANNING AGENDA UNCLAS | (AT) (FBI); (AT)(FBI); SIFIED | (AT) (FBI); (AT) (FBI) |
| Classifica ======= | tion: UNCLASSIFI | ED | ======= | | |
| a success. and the day extremely (| provide celebration. I ha I have also placed after the event. | your name besides th Also, if all committed ks for your assistanc | hings that needs to ne item I would appr e members can assis | be handled in orde reciate you handling st with set-up and b | r to make this event before, the day of, |
| 2. Create 3. Family (forward to | e retirement progr pictures of you (| formal invitations to cam - camily photos with he cour nieces & etc | r sisters/brothers | _ | ovide to |

| 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in |
|---|
| the souvenir booklet - |
| 6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your |
| bureau career |
| 7. Request vour supervisor's throughout your bureau career to write a letter congratulating you on your |
| retirement |
| 8. Request ASAC Criminal write a retirement congratulation letter - |
| 9. Request SAC write a retirement congratulation letter |
| 10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) - |
| 11. Obtain podium w/seal to transport to seventh floor |
| 12: Obtain four easels from supply, and photo lab make posters: (Get with me regarding the poster |
| information) |
| 13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party City: (Obtain |
| funds from money collected: keep receipt) |
| 14. Purchase food from Sam's for event on Wednesday at 12noon – committee members (will provide list) |
| 15. Wrap fork in napkin with red tie and place one at each table setting: committee members |
| |
| Day before the event. Would enpresists even up a seistence in setting up and often |
| Day before the event: Would appreciate everyone's assistance in setting up, and after |
| the event assistance in breaking down. |
| |
| Day of the event: The following individuals please handle food prep and set up as noted |
| below: |
| Drink Stations: Punch/Coffee/Water/Ice - |
| |
| Vegetable Platters/Cheese Platters: |
| Fruit Platters/Pasta Salad: |
| |

| Deserts/Rolls: |
|---|
| Swedish meatballs/Chicken: |
| Pigs-n-a-blanket: |
| If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext. |
| Respectfully, |
| Administrative Specialist - Management Analysis |
| Atlanta Field Office |
| << OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell |
| ====================================== |
| |
| Classification: UNCLASSIFIED |
| Classification: UNCLASSIFIED |